

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: DIRECTOR OF TRANSPORTATION

REPORTS TO: Director of Districtwide Services

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public.

REPRESENTATIVE DUTIES:

- Organize, plan, direct and implement operations and activities involved in student transportation to assure safe and efficient transportation services.
- Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety; provide leadership for development of vehicle safety program.
- Plan and approve transportation route and bus stop locations in cooperation with school principals and other school personnel involved.
- Interview driver applicants; recommend drivers for employment and dismissal.
- Train, assign, direct, review and evaluate work of assigned employees.
- Inspect and diagnose mechanical defects in vehicles and equipment.
- Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.
- Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
- Assure department meets legal requirements concerning student transportation.
- Assist with budget preparation as required; monitor and control budget according to established guidelines.
- Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules, regulations and guidelines governing student transportation.
- Policies and procedures concerning time lines and routing of buses.
- Streets and distances involved in routing buses.
- Requirements of a variety of training programs.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Basic methods involving budget monitoring and control.

ABILITY TO:

- Plan and direct training programs.
- Plan and approve transportation routes and bus stops.
- Assure department meets legal requirements concerning student transportation.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Train, supervise and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively with those contacted in the course of work within and outside the District.
- Coordinate and disseminate information.
- Prepare and deliver oral presentations.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds.
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level training in transportation and/or four years experience in transportation activities including at least one year in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.